

## DEPARTMENT TRAINING OFFICERS – ACTION PLANNING DOCUMENTATION – 2005/06

Driving Question: What can we do within the next year to ensure that the DTO group has a clear and motivating direction?

### **Commitment:**

- Work groups create standards
- Resource Website – take to the next level
- Make list-serve announcement on class vacancies
- Establish DTO Leadership
- Ways to announce our wins
- Committed Advisory Board
- Exciting purpose statement
- New name
- Support CPR workgroups
- Design share-pool
- Traveling training
- Invite one non-DTO person to meetings
- External voice of support
- Internal DTO teach other DTOs methodologies
- Voice of advocacy
- Add membership/outreach person to board

### Governing Body:

Sue Williams, Madeline Journey-Lynn, Ree McLaughlan, Vera Nicholas, Sandy Pratt, Jan Spano,  
and leads for task forces.

	MARCH '05 LAUNCH ACTIVITY	QTR 2	QTR 3	QTR 4	QTR 1 '06 TF VICTORY
LEADERSHIP Lead: Sue Williams <a href="mailto:Swillia4@dhs.ca.gov">Swillia4@dhs.ca.gov</a>	-Look for volunteers for leadership roles	-Establish guidelines for Advisory Board -Establish primary contact for DTO group -Increase # of DTO meetings from 4 to 6	-Establish the succession process for DTO leadership		DTO running smoothly
STRATEGIC PLAN Lead: Deborah Derov <a href="mailto:Deborah_Derov@dca.ca.gov">Deborah_Derov@dca.ca.gov</a>	-Establish chair, set meeting dates, ground rules and plan of action	-Develop SP for DTO -Generate ideas for new name reflecting mission and direction	-Draft policy guidelines → →	→ →	Strategic Plan implemented for DTO group. (New name will be used.)
ADVOCACY Lead: Becky Morales <a href="mailto:RMorales@dtsc.ca.gov">RMorales@dtsc.ca.gov</a>	-Invite CPR to participate in TF -Develop Action Plan	-Long term leadership champion, CPR REGO alignment Development criteria for voice selection -Lead discussion to select voice	-Plan strategy for approaching voice -Short term=leadership Librarian State -Select Reps to approach voice -Meet w/mgmt to obtain support for DTO -Form the <i>Association of State HRD Professionals</i>	-Partner w/control agency – i.e., SPB/DPA -Publicize CPR member workgroups and what they may want from us	Governor issues Executive Order in support of HR Development. Appoints DTO as Leader
COMMUNICATION AND DEVELOPMENT Lead: Kathy Jones <a href="mailto:kjones@dca.cslb.ca.gov">kjones@dca.cslb.ca.gov</a>	-Establish monthly newsletter (WINS) – May	-Define “wins” -Make time “bragging” -Recognition at quarterly meetings	-Format for training announcement		-Comprehensive development plan for trainers – Re-establish day-long conference
WEBSITE DEVELOPMENT Lead: Mary Wind <a href="mailto:mwind@dhs.ca.gov">mwind@dhs.ca.gov</a>	-Develop guideline for sharing resources – April	-Appoint a Webmaster to design & maintain Website – April 05 -Conduct Survey for Website Resources -identify available resources	-Create better web tools for connecting and sharing -Become involved in DTO website content		DTO's fully utilize the Website and are satisfied
RECRUITMENT AND OUTREACH Lead: <a href="mailto:mary.tompkins@doj.ca.gov">mary.tompkins@doj.ca.gov</a>		-Duty Statement for Outreach Coordinator -Fill board position	-Design marketing plan to generate full participation	-Identify “selling points” to bring in non-DTO folks e.g.-Personnel -Membership drive -Invite new employees to meetings	-Develop survey form re: attendance -Identify talents – new blood -Commitment involvement -YOU

## TASK FORCE – LEADS AND MEMBERS

LEADERSHIP	<u>Sue Williams (lead)</u> , Madeline Journey-Lynn, Jan Spano, Sandy Pratt, Ree McLaughlan, Vera Nicholas
STRATEGIC PLANNING	<u>Deborah Derov (lead)</u> , Ree McLaughlan, Rolanda Gregory, Karyn Lombard, Cecilia Corral, Rhonda Morris, Lynn Novi
ADVOCACY	<u>Becky Morales (lead)</u> , Travis McCann, Sue Williams, Michelle Schmitt, Gloria Hargrove, Nancy Walker
COMMUNICATION & DEVELOPMENT	<u>Kathy Jones (lead)</u> , Jan Spano, Nancy Bourne, Deborah Derov, Zori Lozano, Susan Coats, Lisa Reich
WEBSITE	<u>Mary Wind (lead)</u> , Ree McLaughlan, Vera Nicholas, Janet Wright, Chuck Borelli, Jivendra Singh
RECRUITMENT & OUTREACH	Mary Tompkins (lead), Gloria Hargrove, Madeline Journey-Lynn, Mary Barnett, Lisa Watson

### BACKUP DOCUMENTATION

<b>VICTORY</b> <ul style="list-style-type: none"> <li>Gov presents award for changing the face of workforce</li> <li>Managers taking mentoring role</li> <li>Maximum participation</li> <li>Existing employees feel support</li> <li>Excited CPR teams have enough</li> <li>Supervisors training done well and timely</li> <li>Managers are getting involved</li> <li>So Successful, we actually have clout</li> <li>DTO website-resources in place</li> <li>New employees feeling informed and supported</li> <li>Meetings increase popularity, require larger room</li> <li>Employees receive more training without additional cost</li> <li>Stepping outside boundaries, connecting in new ways</li> <li>Sharing resources with local counties</li> <li>Partnering more then competing</li> </ul>	<b><u>Strengths</u></b> <ul style="list-style-type: none"> <li>Numbers</li> <li>On the threshold of opportunity</li> <li>Brain power</li> <li>Diverse experience</li> <li>Talented individuals</li> <li>Subject matter experts</li> <li>Support and passion</li> <li>Ideas and desires</li> <li>Advisory Board</li> <li>Communication website in place</li> <li>Support of State Library</li> </ul>	<b><u>Weaknesses</u></b> <ul style="list-style-type: none"> <li>Busy</li> <li>Diversity</li> <li>Overcommitted</li> <li>Bureaucracy</li> <li>No funding</li> <li>Attrition</li> <li>Variable management support</li> <li>Leadership Advisory Board</li> <li>Vagueness around direction</li> <li>Not enough men</li> </ul>
	<b><u>Benefits</u></b> <ul style="list-style-type: none"> <li>Felt good</li> <li>Extension of team I am on</li> <li>To the State of California</li> <li>More competent workforce</li> <li>Do not have to reinvent the wheel</li> <li>Advantage to smaller departments</li> <li>Save money-by sharing resources</li> <li>Consistency of content</li> </ul>	<b><u>Dangers</u></b> <ul style="list-style-type: none"> <li>More work</li> <li>Keeping it going</li> <li>Other states want info</li> <li>Lack of succession in place</li> <li>Too high expectation</li> <li>Conflict over vision and direction</li> <li>Detriment to department work in short term</li> <li>Not enough copies of governor's award to go around</li> </ul>